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Helena, Montana

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Montana State Capitol Private Branch Exchange

HOW TO USE THE PRIVATE BRANCH EXCHANGE DIAL TELEPHONES

Always obtain the correct extension telephone number from the current issue of your Private Branch Exchange Directory before attempting to make a call. If the person you wish to call is not listed in the directory, call your attendant (dial "operator") who will complete the call for you and advise you of the number.

DIAL TONE

Before placing any call listen for the dial tone.

The dial tone is a steady humming sound which will be heard as soon as the equipment is ready to receive your call. Do not start to dial before you hear it.

TO CALL A LOCAL EXTENSION

After hearing the dial tone, dial the number as listed in the Private Branch Exchange Directory.

If you hear the busy signal, hang up for a few minutes and then dial the extension number again.

The busy signal is a rapid buzz, buzz, buzz which informs you that the desired extension is busy.

If you hear the ringing signal, wait for the called party to answer.

The ringing signal is an intermittent burr, burr, burr, repeated at intervals of about six seconds.

In case someone on your line interferes with your dialing before you hear the ringing signal, replace your receiver and call again. If you have heard the ringing signal it will not be necessary to redial.

TO CALL A CENTRAL OFFICE NUMBER

Remove the receiver and listen for the Private Branch Exchange dial tone. Dial "9". When the dial tone is again heard, dial the central office number desired as listed in the Telephone Company Directory.

TO PLACE A LONG DISTANCE CALL

To place a long distance call dial your attendant (dial "operator") who will complete the call for you. All long distance calls must be competed in this manner in order that the attendant may have a correct record of all long distance calls. In order to expedite your long distance service, it is suggested that you place your call in the following manner, saying, "This is extension 203, Mr. Jones, Calling Butte 9-1234, Mr. Smith." If station-to-station service is desired, give only the called number or address and name of the telephone desired.

TRANSFER INCOMING CALLS

Incoming calls completed by your Private Branch Exchange operator (calls coming from outside telephones) may be transferred by operating the receiver hook **slowly** and requesting the operator when she responds, to establish connection with the desired extension. Incoming calls not completed by the Private Branch Exchange operator (calls coming from extensions on your Private Exchange) cannot be transferred, and the person calling should be requested to dial the extension desired.

Montana State Capitol Private Branch Exchange

NOTE: o—O—o THIS SIGN INDICATES SEPARATION OF DEPARTMENTS

o—O—o

ADJUSTED COMPENSATION
(Korean and World War II Bonus)
~~Veterans and Pioneer Memorial Building~~
Room 42 ~~4~~ Mitchell Bldg Aug 3, 1961

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NUMBERS MOST FREQUENTLY CALLED

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